

logistics experience in his primary specialty.

Applicants must have outstanding military records with no court-martial or civil convictions, except minor traffic offenses. A security clearance of Secret

or higher is required, or a statement from a security manager indicating that a clearance application is being processed.

The list of designated NCOLP MOSS has been updated and is available from

MSG Larry Weese at HQDA, OCAR, ATTN: DAAR-LO, 1815 North Fort Myer Drive, Arlington, VA 22209-1805; telephone DSN 226-0274 or commercial (703) 696-0274.

# SWAP SHOP



## MONTHLY COUNSELING TECHNIQUE

In our unit, we use a standardized form for conducting monthly performance counseling. It is an effective method that covers all aspects of our soldiers' duty performance and covers many areas in specific detail. It is made up of two standard letter-size sheets.

Throughout the form, the counselor must place an X where applicable and fill in the blanks with bullet-type comments. The format serves many purposes:

- It is standardized for a particular unit.
- It is specific and requires a counselor to cite examples.
- It helps junior leaders become competent counselors.

• It ensures that all unit counselors are covering similar topics in accordance with the guidance of their leaders or commanders.

• It can be used without DA Form 4856 but for performance counseling only; DA Form 4856, General Counseling Form, must be used for initial, informal, and special counseling.

• It reinforces the unit chain of command.

• It helps leaders identify their soldier strengths, weaknesses, and particular training needs — fire team, squad, or platoon.

This format is only an example, but our unit has used it for the past two years and has found it effective. Other units can use it as a starting point and adapt it to their own needs.

MONTHLY COUNSELING SHEET				
Name		Rank		Month of:
Training Activities Participated in This Month:				
Special Activities:				
Evaluation of Professionalism and Performance				
Excellence	Success	Needs Improvement Some	Much	
				Demonstrates initiative
				Adapts to changes
				Seeks self-improvement
				Performs under pressure
				Displays sound judgment
				Communicates effectively
				Demonstrates technical knowledge
				Individual integrity
				Demonstrates pride in unit
				Loyalty to unit & C of C
				Displays moral courage
				Self discipline
				Military discipline
				Honest in word and deed
				Team player
Bullet Comments:				
Duty Performance:				
* MOS Competency				
* Job Competency				
* Attitude toward Training				
* Weapons Qualification				
Excellence	Success	Needs Improvement Some	Much	
Promotable Status: Individual is in Zone of Consideration Yes/No				
Recommend for Promotion / Not Recommended Yet				
Physical Fitness:				
* Maintains Fitness				
* Participates in Unit PT				
* Maintains Height/Weight				
* Attitude toward Training				
* Understands Principles of Exercise				
Excellence	Success	Needs Improvement Some	Much	

Personal Conduct:	
* Wear and Appearance While in Military Uniform	
* Maintains Haircut Standards	
* Displays Enthusiasm	
* Obeys Automobile Laws	
* Maintains Personal Finances	
* Limits Substance Abuse	
* Off-Duty Conduct	
Excellence	Success
Maintenance and Accountability:	
* Maintains Weapons and Equipment	
* Accountable for Weapons/Equipment	
* Room and Personal Property Standards	
* Participates in Unit Maintenance	
* Positive Attitude toward Maintenance	
Excellence	Success
Leadership Potential:	
* Take Charge of Details	
* March and Drill Soldiers	
* Leads PT	
* Presents Instruction	
* Lead a Patrol in the Field	
* Takes Initiative in the Absence of Orders	
* Cooperates When Others Lead	
Excellence	Success
Name, Grade, Signature of Counselor	
Date	
I acknowledge having been counseled by the above individual and understand the reason for this counseling. I concur/nonconcur that the information above accurately reflects this counseling session. I nonconcur for the following reasons:	
Name, Grade, Signature of Individual Counseled	
Date	

(Submitted by LT Mark D. Butler, XO, Company C, 1st Battalion, 14th Infantry, 25th Infantry Division, and SFC Richard A. Beal, formerly Scout Platoon Sergeant of the same battalion.)